

ADMINISTRATIVE - INTERNAL USE ONLY

29 January 1979

OFFICE OF FINANCE NOTICE NO. 2-79

SUBJECT: Reimbursement of Petty Claims

1. To comply with recent changes in POV mileage reimbursement procedures a new Form 2646a, Claim for Reimbursement, will be used to submit multiple miscellaneous claims (official POV mileage, stand-by passports, visa or photo charges, etc.) directly to central disbursing offices. The new format is fully compatible with automated systems requirements and Monetary Division procedural needs. Form 2646a is available in Agency supply rooms.

2. Form 2646a was designed to eliminate the current need of recording miscellaneous claims on Form 2646, Claim for Reimbursement for Petty Cash Expenditures, as attachment to Form 264, Request for Reimbursement or Payment, for claims submitted directly to central disbursing offices for payment.

STATINTL

Edward L. Sherman  
Director of Finance

Attachment

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